

NEWBOTTLE PARISH COUNCIL

MONDAY 18 JULY 2022

Clerk & Responsible Financial Officer
Theresa Goss
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Middleton Cheney
Banbury, OX17 2GD

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11 July 2022

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 18 July 2022 at 7.30pm** at the Memorial Hall, Main Road, Charlton to transact the business set out in the Agenda below, and you are summoned to attend.

County and District Councillor Rebecca Breese is also invited to attend, along with District Councillors Rosie Herring and Richard Solesbury-Timms

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Apologies for absence** - To receive any apologies for absence from the meeting.
2. **Declarations of Interest** - Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
3. **Minutes** - To approve the minutes of the meeting held on 4 May 2022. **(Attached)**
4. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 4 May 2022.
5. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish. **(Maximum of ten minutes in total for this item)**
6. **Reports from District and County Councillors** - To receive reports from the District and County Councillors.
7. **Village/Environment Matters**
 - i) **Playing Field and Pavilion** – To receive an update from Playing Field Development Working Group and to discuss the payment of the Npower electricity account.
 - ii) **Post Office and Village Shop** – To discuss the issues at the Post Office and Village Shop.
 - iii) **Flag Pole** – To discuss erecting a Flag Pole in the village.
 - iv) **Street Lighting** – To receive an update on the progress with the street lighting review.

- v) Poores Allotment Committee – To receive a report on the Poores Allotment Committee.

8. Parish Council Matters

- i) Training – To remind Councillors about the Parish Council's training policy and the need to undertake training courses. <https://www.newbottleparishcouncil.co.uk/securedocs/NPC%20Training%20Policy.pdf>
- ii) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.newbottleparishcouncil.co.uk/documents.php>:
- Asset Register
 - Risk Management Log and Risk Schedule
 - Financial Regulations
 - Standing Orders
 - Code of Conduct
 - Complaints Policy
 - Vexatious Complaints Procedure
 - Freedom of Information Policy
 - Dispute Resolution Process
 - Dignity at Work Policy
 - Grievance Procedure
 - Data Breach Policy
 - Data Protection Policy
 - Records Retention Policy
 - Subject Access Request Procedure
 - Press and Media Policy
 - Safeguarding Policy
 - Training Policy
- iii) Parish Council Responsibilities – To allocate the following responsibilities to Councillors:
- Playing Field
 - VAS on Farthinghoe Road
 - Monthly monitoring of the play areas (playing field and Myers Close)
 - Financial Monitoring

9. Planning

- i) To note the planning applications considered by the Parish Council, since the last meeting:
- WNS/2022/1083/FUL
13 Farthinghoe Road Charlton
Single storey extension to rear. Hip to gable extension. Rear first floor dormer to accommodate loft conversion.
- ii) To note the planning application decision made by West Northants Council, since the last meeting: None

10. Finance

- i) Parish Council Income, Uncashed Payments and Approval of Accounts for Payment - To note the income since the last meeting, the uncashed payments and approve the accounts for payment. **(To follow)**
- ii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- iii) Budgeting Monitoring 2022 – To note the budget monitoring report from April to July 2022. **(To follow)**

11. **Correspondence** - To circulate any further items of correspondence.
12. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 15 on the grounds that it could involve the likely disclosure of private and confidential information.
13. **Clerk and Responsible Financial Officer** – To discuss staffing issues relating to the Clerk and Responsible Financial Officer.
14. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.
 - Monday 19 September 2022
 - Monday 21 November 2022
15. **Items for the Next Agenda/Items of Information**
 - Poors Allotment Committee